

February 2, 2004

120

TO: All Langley Civil Service Employees

FROM: 120/Acting Director, Office of Human Resources

SUBJECT: Buyout Notice

The Langley Research Center buyout request to rebalance the Center's workforce in order to align with current NASA mission, vision, and strategy has now been approved by the Office of Personnel Management. This will be Langley's only buyout opportunity for fiscal year (FY) 2004. The skill categories eligible for this buyout opportunity and the number of separations that can be approved are enclosed to this document and will be posted on the Office of Human Resources (OHR) Buyout Web site (<http://ohr.larc.nasa.gov/buyout/>).

The size of the buyout is based on the Center's ability to afford the costs associated with the buyout. We will only have **ONE buyout in FY 04** so this will be the only opportunity to separate with a buyout incentive this fiscal year. Therefore, it is essential that you look closely at the list of skills and the number of positions in each skill that will be allowed to separate. If you have questions after you have reviewed the list, please contact the OHR at extension 49277.

Ground rules by which this buyout will be managed and "Buyout Questions and Answers" will be posted on the OHR Buyout Web site until the end of the buyout period. In order to assure fairness to all interested persons, there will be no exceptions to either the ground rules or other details as outlined.

**Basic Eligibility and Coverage:**

Only full-time permanent and part-time permanent employees of the Center are eligible for separation with buyout. Employees on other types of appointments (e.g. temporary, term, and cooperative education appointments) are ineligible for the buyout.

Only those employees separating with a buyout may receive an early out.

Employees must be in the organizations and meet the specific skill, occupational and grade level as defined in the "Skills Buyout Request" document posted on the OHR Web site.

There are additional restrictions on eligibility for the buyout pertaining to employees who have received certain retention, relocation, or recruiting incentives, who are eligible for disability retirement, who have previously received voluntary separation incentives, or who have been notified of involuntary separation.

**Buyout Amount:**

Employees separating with a buyout will receive an amount equal to their calculated severance pay entitlement up to a maximum of \$25,000. A formula for estimating the buyout amount that you may receive is available at <http://ohrm.doc.gov/employees/veravsip.htm>. Please remember that, even if your severance pay calculation exceeds the \$25,000, that is the maximum amount allowed. If you have questions regarding the calculations, please contact Latarsha Wideman at extension 41044. The official buyout amount will be determined after employees have submitted their application for the buyout.

**Other Conditions:**

If you accept a buyout, you may not be employed elsewhere in the Federal service for 5 years following separation without repaying the full amount (before tax amount) of the incentive you received prior to the first day of reemployment. Employment under a personal services contract, as well as employment for compensation, is included in this prohibition. Questions about this matter should be directed to the Office of Chief Counsel at 43221.

**Process:**

The buyout application form is enclosed as Enclosure 2. It can also be downloaded from the OHR Buyout Web site or can be picked up in the Personnel Operations Branch, OHR, Building 1195C, Room 156, each workday between the hours of 8 a.m. and 4:30 p.m. Applications must be complete to be accepted.

The buyout application form can be delivered to the above location no earlier than 8 a.m. on February 4, 2004. No applications will be accepted after 4:30 p.m. on February 13, 2004. No employee may apply for the buyout by e-mail or fax. **As stated above, this will be LaRC's only buyout open period for FY 04, so if you are interested in this buyout, and you are in one of the targeted skill areas, please avail yourself of this opportunity.**

All potential retirement candidates are required to access <http://benefitstatement.nasa.gov> to review your initial retirement estimate. If you have forgotten or lost your password, please contact Patricia Howard at extension 42602 to receive a new password. This site gives you an excellent overview of what your benefits will be if you retire or resign from Federal service. After you have received a notice that you have been approved for the buyout, you may contact Linda Park for a final retirement estimate.

**Buyout Extensions:**

**Separations, whether by retirement or resignation, must occur no later than April 3, 2004.**

Extension of the buyout period will only be granted in cases when an otherwise eligible employee whose departure during the approved buyout period would have a significant negative impact on major milestones. Approval of extensions, if any, will be on a case-by-case basis. Extension requests should be originated by the appropriate competency or office head and sent to the appropriate Associate Director for concurrence and routing to the Center Director for approval. **BUYOUT EXTENSION REQUESTS MUST BE SUBMITTED NO LATER THAN 1 WEEK AFTER THE CLOSE OF THE BUYOUT APPLICATION WINDOW.**

OHR will report on the progress of the buyout process and will update the application status by 10 a.m. each workday. No skill category will be closed to applicants until the final number of separations has occurred (or until the buyout application period ends).

If you have any questions about the buyout process, or your eligibility for it, I urge you to visit the OHR Buyout Web site referenced above or call your servicing Human Resources Specialist.

Sandra S. Ray  
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Enclosures